

RECORD OF PROCEEDINGS

A Special Meeting of the Woodmoor Water and Sanitation District No. 1 (WWSD) Board of Directors was held on November 17, 2025, at the Woodmoor Water and Sanitation District No. 1 office.

PRESENT: President Bush
Director Roddam
Director Martinez
Director Franzen
Director Clewe

Manager: Jessie J. Shaffer

Operations: Dan LaFontaine

Attorney: Erin Smith

Office Manager: Cory Lynch

District Engineer: Cydney Saelens

Visitors: James Howald - Our Community News
Jackie Burhans - Our Community News
Richard Hood – JVA
Andrew Rheem (remote) – Raftelis

I. Call to Order: President Bush called the meeting to order at 13:00.

II. Reading of the Minutes:

Copies of the regular meeting on October 13, 2025, minutes of the Woodmoor Water and Sanitation District (WWSD) were provided to each Director. Director Martinez asked for a correction on page 2 in section III. The Rates Hearing is scheduled for December 15, 2025, at 1:30 pm. In addition, in the Manager Report section 3a, the word “reward” should be replaced with “an award”.

Motion: President Bush entertained a motion to accept the regular October meeting minutes. Director Martinez moved, Director Roddam seconded, and the Board unanimously approved the October 13, 2025, minutes after the appropriate revisions.

III. New Business:

A. Consider Construction Contract Award for Main Lift Station Elimination Project (Richard Hood – JVA)

Six bids were received with the lowest from Mid-City Corp. After reviewing, JVA recommended awarding the bid to Native Sun Construction due to prior work for the District and a better-defined contract.

Motion: President Bush entertained a motion to award the contract to Native Sun Construction for \$338,405.70 with an additional contingency of \$30,000 and authorization for him to sign. Director

Roddam moved, Director Clewe seconded and the Board unanimously approved the contract for the Main Lift Station Elimination Project.

- B. **Presentation of Proposed Rate Increase Impacts (Andrew Rheem – Raftelis)**
The overview of proposed rate increases is as follows: Water to increase 7%, sewer 5%, water use fees 7%, tap fees 10% for water and 3% for sewer. RWIF rate will not change.
- C. **Public Hearing on 2026 Budget – President Bush opened the public hearing on the proposed 2026 budget.**
 - (i) Presentation of proposed 2026 budget – Shaffer pointed out all the changes from draft one to draft two budgets were in red ink.
 - (ii) Public Comment – No member of the public had any comments.

IV. Old Business:

None

V. Financial Report:

Director Franzen reported to the Board about the financial statements for September 2025. Last month's report on employee benefits was corrected and lowered the liability. Performance for September was exactly where it should be. ASC fees were explained to now be billed in November instead of February. The Board accepted the September 2025 financial reports.

VI. Public Discussion:

None

VII. Joint Use Committee Report:

Director Clewe reported there will be no annual meeting this year. Many of the expected costs for 2025 will be moved into 2026. Bill Burks is very proud that the Tri-Lakes facility is the model for all Colorado treatment facilities.

VIII. Chilcott Ditch / The Ranch Report:

All operations at the Ranch will be closing this week. The two full time Ranch employees will be joining the crew at WWSD the week of November 24th. The ditch made all its deliveries to its partners in October and is now shut down for the season. The annual shareholder meeting for Chilcott Ditch will be on December 10, 2025.

IX. Manager's Report: Shaffer provided the manager's report.

1. Collaborative Organizations / Opportunities:

- a. PPRWA – Shaffer reported the IPR study is wrapping up and he has received a draft report and will be reviewing with consultants of Forest Group on December 3rd.
- b. Loop Water Authority – Shaffer reported that the contract was signed and a kickoff meeting was held for the reservoir expansion project with CDM Smith. Discussions with Tall Grass Municipal Water are taking place to possibly finance the project through public-private partnership.

2. Operations Update

- a. Communications – TextMyGov Implemented
TextMyGov is a new system that will allow the District to quickly and efficiently alert customers during emergencies and for all general notifications.

- b. Water Report – LaFontaine reported a 5% water loss for October. There was one major line that was ruptured and also two service failures that did not result in any significant water loss.
- c. Sewer Report – There was a small sewer occurrence last month due to internal grease issues.

3. Engineers Report

a. District Construction/Planning Projects:

- a. Well 12 R – JVA’s plans for sight pipe design are at 60% and have been submitted to CDPHE.
- b. South Tank Addition – Preload is wrapping up substantial completion punch list.
- c. South Tank Recoating – Structural issues were discovered through corrosion where the roof meets the walls and will need reinforcing. After that is completed, Coblaco can continue painting the tank interior.
- d. 2025 Saddle Replacement R&R – Iron Woman is close to substantial completion.
- e. 2025 Valve & Hydrant Replacement R&R – Timberline is finishing up and a substantial completion walk is scheduled for November 18th.

4. WWSD Subdivision/Development Status Update

- a. Northbay – May be coming back online as they are asking for a letter of service for townhomes to six single family homes.
- b. Monument Ridge East – Met with the engineer on Wednesday, October 15th and a revised plan for 37 single family homes was presented.
- b. Placer Replat B – A third round of reviews was sent back.
- c. Tri-Lakes Fire Station 3 – In progress.
- d. Midtown at Monument Junction – Now at a stand still due to possible renovations of current plans.

5. Other Topics

- a. Proposed rates for 2026 were posted on the website on November 13, 2025.
- b. Cyber Assessment Follow Up - Two years ago we had Net Dilligence perform a cyber assessment and recommended items to address. One of the items was a content security policy that was created and posted on the website. An additional item was to upgrade the firewall with real time threat assessment which was completed. We implemented the highest security concerns and opted to not implement to lower security concerns based on cost versus benefit.

X. Special Reports & Subjects

- A. Attorney’s Report – Erin Smith announced that after 26 years of service to the District, she will be retiring and offered to help find a replacement.
- B. WIA Meeting Report – Nothing to report.

Adjournment: There being no other business before the Board, the meeting adjourned at 15:27

Record of November 17, 2025, Board Meeting

Respectfully Submitted,



William Clewe III, Secretary